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[New USF HRPP Policy, Addition of USF Volunteers to Study Teams](#)  
[HR Volunteers](#)  
[Volunteer Guidelines](#)

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HR	IRB	IT (records may be requested)
a. Volunteer Service Application form	a. Signed Volunteer Appointment form	
b. Volunteer Appointment form	b. Verification of background check completion	
c. Chart field for background check	c. CV (Including the required dates of volunteer appointment and the level of background check completed)	
	d. USF ID Number	

to Division of Human Resources, SVC2172 or Email [volunteerservice@usf.edu](mailto:volunteerservice@usf.edu) for review and approval Use [Volunteer Extension/Renewal Request](#) if extending volunteer appointment

Please note:

- o Restrictions on Use of Volunteers HR Form
  - An employee may not volunteer to perform the same types of duties that the individual is otherwise employed to perform.
  - Volunteer service may not displace a position.
- o In the Volunteer Appointment form, specify the following:
  - That the volunteer will be engaged in USF System human resources subjects
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These charges are the faculty's responsibility via Grant, RO, or Startup funds.)

## FAQs

- Do all volunteers require a background check?
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